

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Business Services Cleaner Mobile Cleaner	Leadership level:	
JRN:	17609 30041	Job family:	
Band:	1	Location:	Location Based
Allowances:	As per contract	Politically restricted:	No
Department:	Business Services	Vetting level:	RV
Reporting to:	Business Services Cleaning Supervisor	Date published:	September 2022
Posts responsible for:	None		
Part A – Job Description			
Overall purpose of the role:			
Provide a building cleaning service to the specified standard, adhering to health and safety regulations providing a safe and functional working environment for Northumbria Police personnel and visitors.			
Key responsibilities of the role:			
1	Carry out daily cleaning tasks to a good standard, adhering to the correct cleaning specifications, to ensure personnel and visitors are provided with a safe and functional environment.		
2	Maintain up to date knowledge in health and safety and legislation, adhering to the Health and Safety at Work Act and COSHH regulations.		
3	Ensure that cleaning equipment and materials are used, maintained and stored correctly in line with force policy and health and safety regulations.		
4	Undertake a range of clerical tasks; assess stock levels, report machine faults and health and safety issues. Complete relevant forms and ensure you keep yourself updated with force news/information.		
5	Undertake additional cleaning duties across all geographic areas and workplace locations, as and when demand dictates, in line with force demand and organisational change.		
6	Maintain good communication with colleagues, line management and other relevant departments.		
7	The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.		
Part B – Scope of contacts			
Internal / External relationships:			
Internal: Officers/Staff/Volunteers and Visitors -Force-wide departments			
External: Contractors			

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Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Good knowledge of cleaning and Health and Safety. (For <u>30041 'Mobile Cleaner'</u> - A full driving licence and able to drive manual vehicles.)	Qualifications in cleaning.	Application/interview/CPD
Planning and organising	Plan daily routine and prioritise cleaning tasks.		Application/interview/CPD
Problem solving and initiative	Identify problems if and when they arise, reduce risk	Experience of problem solving.	Application/interview/

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	and report issues.		CPD
Management and teamwork	Work effectively alone or as part of a team.		Application/interview/ CPD
Communicating and influencing	Evidence of good communication skills.		Application/interview/ CPD
Other skills and behaviours			Application/interview/ CPD